

# End User Manual 'Team Site login: install and use a SMS Token'

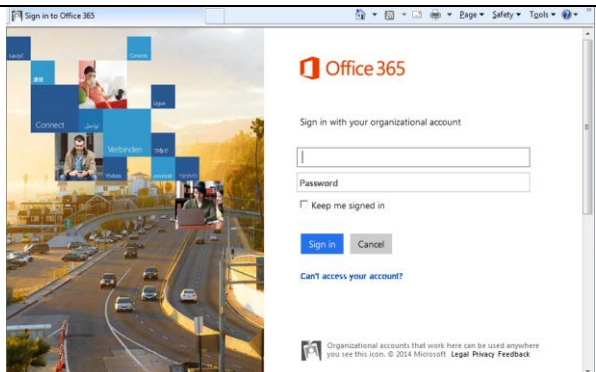
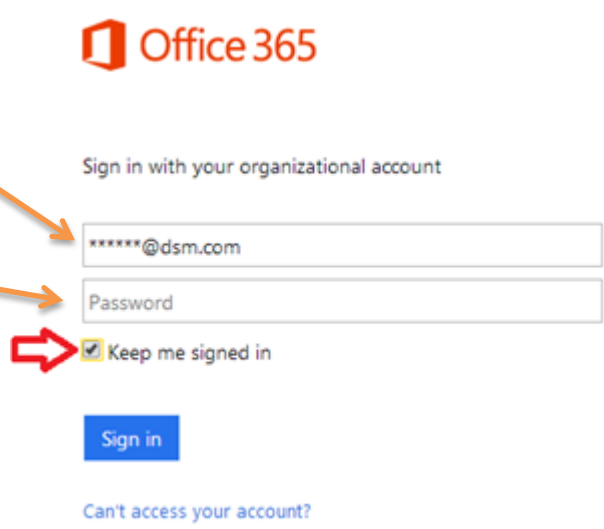
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This procedure is being divided into the following parts:

- A. Authenticate to Microsoft Office 365/Sharepoint
- B. Configure Token PIN-code
- C. First time logon

## A. Authenticate to Microsoft Office 365/Sharepoint

<p>1. Go to <a href="http://dsm1234.sharepoint.com">http://dsm1234.sharepoint.com</a></p> <p><i>Note: Are you an External User? Above link is generic for DSM, a more specific link might need to be communicated to you by your DSM contact person to access the specific Team Site</i></p>	
<p>2. Login to Microsoft Office 365</p> <p>Username: Type <a href="#">firstname.lastname@dsm.com</a></p> <p>Do not enter a password and click on 'Keep me signed in' to prevent this window from appearing again</p>	

3. *You will be redirected to the 'DSM Strong Authentication Service page'*



@dsm.com

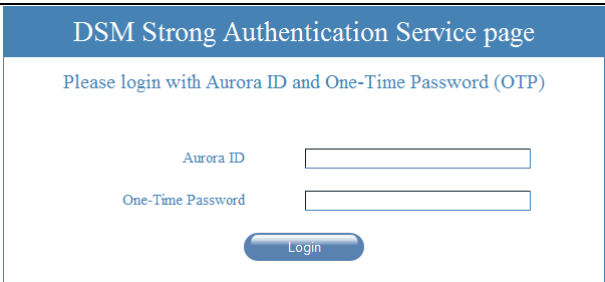
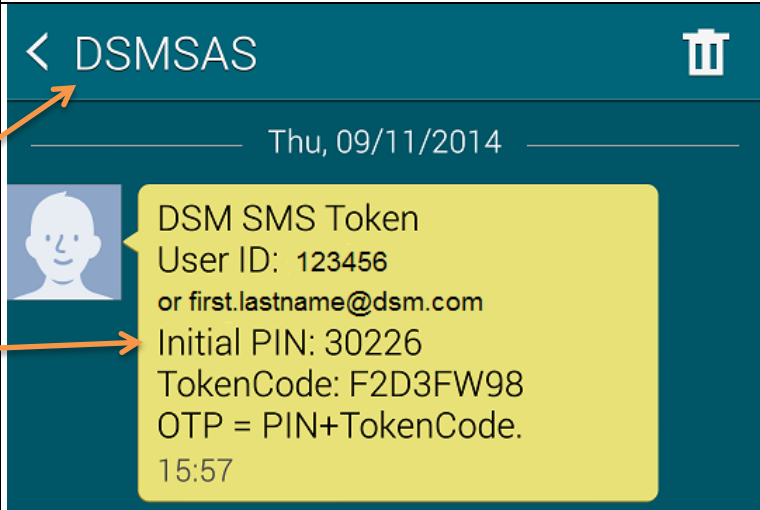
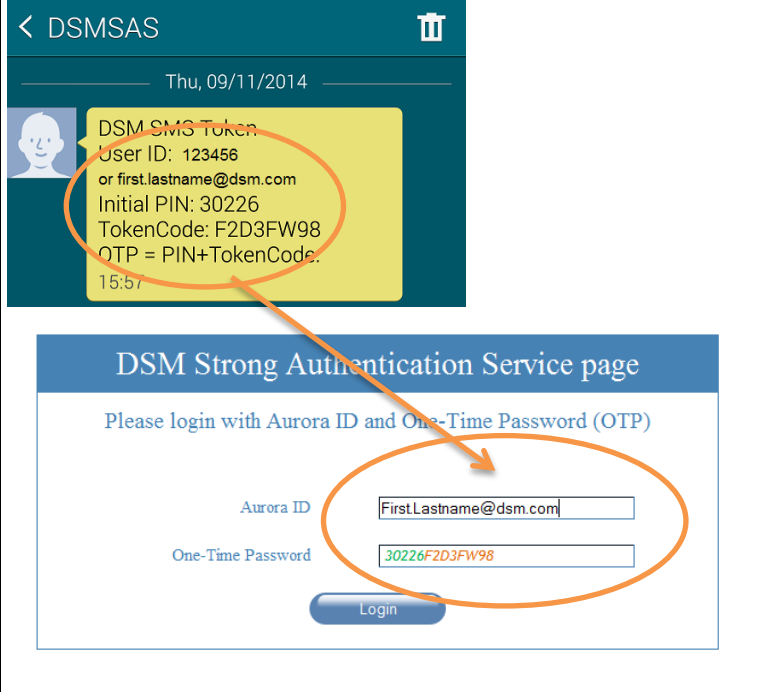
Redirecting  
.....

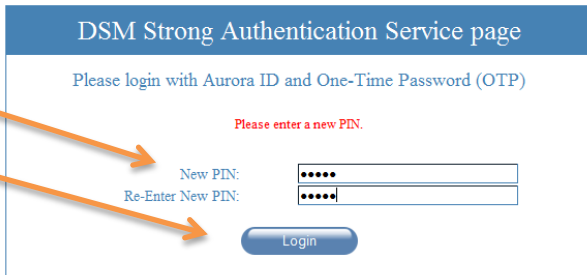
We're taking you to your organization's sign-in page. [Cancel](#)

☒ Keep me signed in

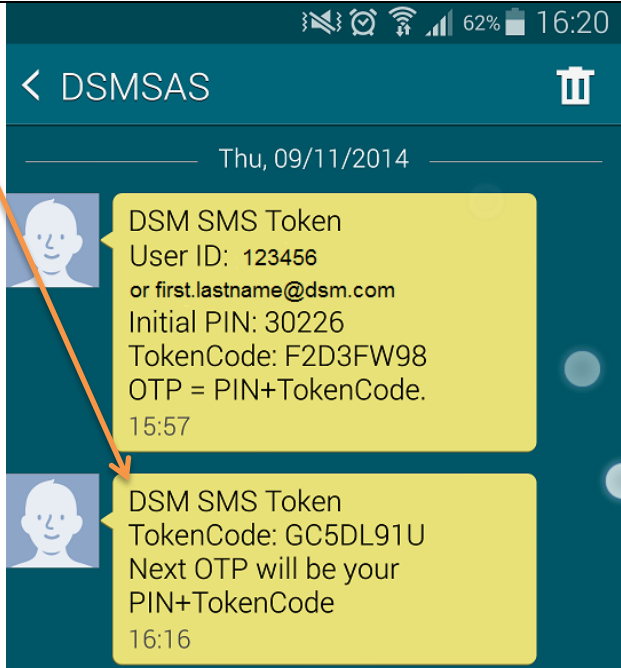
[Forget this account](#)

## B. Configure Token PIN-code

<p>4. You are ready to configure your Token PIN-code when you reached a screen called 'DSM Strong Authentication Service page'</p>	
<p>5. For the access to DSM with a token you will receive a SMS text message to finalize the soft token request</p> <p>On your mobile phone locate the text message sent by 'DSMSAS'</p> <p>The text message contains your User ID and Initial PIN. The Initial PIN is temporary and needs to be changed into a PIN-code which is easy to remember for you</p>	
<p>6. Type the information from the text message into the login page</p> <p>Aurora ID (is User ID): Type <b>firstname.lastname@dsm.com</b> Example: John.Doe@dsm.com</p> <p>One-Time Password: Type <b>PIN+TokenCode</b> Example: 30226F2D3FW98</p> <p>Note: Do not type in the plus (+) sign</p> <p>Click the Login button</p>	

<p>7. Type a new PIN code (min 5 numbers; max. 16 numbers) twice <i>Example: 54321</i></p> <p><i>Click the Login button</i></p> <p><b>Note: make sure you can remember the PIN-code</b></p>	
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## C. First time logon

<p>8. After typing your new PIN twice you will immediately receive a new text message with a new TokenCode.</p> <p><b>Note: Always use the last text message you received to authenticate</b></p>	
<p>9. Type User ID, your NEW PIN+TokenCode</p> <p>Aurora ID (User ID): Type <b>firstname.lastname@dsm.com</b> <i>Example: John.Doe@dsm.com</i></p> <p>One-Time Password: Type <b>PIN+TokenCode (without +)</b> <i>Example: 54321GC5DL91U</i></p> <p><i>Click the Login button</i></p>	